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## HARFORD COUNTY GOVERNMENT

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### INVITATION FOR BID NO.13-073 ELECTRICAL WORK FOR HARFORD COUNTY GOVERNMENT

#### ADDENDUM NO.1

September 27, 2012

Ladies and Gentlemen:

The purpose of this addendum is to provide clarification(s) to all prospective proposers.

1. Page SP-1, 1st Paragraph, 3rd sentence should be changed as follows:  
It is estimated that this work shall account for 1,000 hours on a yearly basis.
2. Page SP-2, Item 6, add the following sentence at the end of the paragraph:  
Awards will be made per agency based on lowest hourly rates.
3. The Bid Forms have changed. The Revised Bid Forms 1-5 (Attached) should be submitted instead of the original ones.

**QUESTION NO. 1:** The form that I received looks as if the job involves work orders needing to be completed for multiple Harford County Schools. I was wondering if there are any drawings and or specs to get an idea on the scope of work?

**ANSWER NO. 1:** This electrical bid, 13-073 is for Harford County Government agencies. Harford County Schools are not on this bid. There are no drawings for the work that this bid is requesting. The scope of work is in the bid, please refer to the General Requirements on SP-1.

**QUESTION NO. 2:** Please indicate the maximum height (reach) requirement for the arial lift or bucket truck required for this contract/bid. The normal height is approx. 40 foot reach. Higher reach equipment is much more costly. We need a maximum height required for the basis of this bid.

≈ Preserving Harford's Past; Promoting Harford's Future ≈

MY DIRECT PHONE NUMBER (410) 638-3550

**ANSWER NO. 2:** The aerial lift should have a maximum reach of 40 feet. The primary use of the lift, for facilities purposes, will be to change parking lot lights.

**QUESTION NO. 3:** Please indicate as to what will be the basis of award for this contract. Will award be made based upon the lowest combined total of the hourly rates for qualified (licensed Journeyman) electrician and electricians helper or will award be made based upon the combined hourly rate for qualified electrician, electrical helper and arial lift/bucket truck. Please advise.

**ANSWER NO. 3:** Please provide a line item cost for the electrician, the helper, and for the lift truck. The award will be based on the rates provided for the electrician and for the helper. The lift truck will be a contingent item.

**QUESTION NO. 4:** The general requirements for this contract/bid indicate approx. 3,000 hours for Facilities & Operations with an additional 1,500 hours for Water & Sewer for an approx. total of 4,500 hours. This total equals approx. 2.15 persons per day for 52 weeks. Please advise if this anticipated total hours is correct. Our experience over the past 18 year has been a total of hours that are approx. 25-30% of this total. The anticipated total hours will have a significant impact on the hourly rate for this bid.

**ANSWER NO. 4:** While the need may be more or less, Facilities anticipates approximately 1,000 hours.

**QUESTION NO. 5:** SP-1 #1, are we required to submit documentation of the three years experience with the bid?

**ANSWER NO. 5:** SP-1 #1 requires the documentation of 3 years experience be submitted with the bid.

Should you have any additional questions regarding this project, please do not hesitate to contact me at aehall@harfordcountymd.gov.

Sincerely,



Aaron Hall  
Procurement Agent

cc: Tim Myers, Facilities & Operations

**SUBMIT ORIGINAL AND ONE DUPLICATE SET OF BID FORMS**

**BID FORM**

**BID NO. 13-073**

**ELECTRICAL WORK FOR HARFORD COUNTY GOVERNMENT**

TO: Director of Procurement  
Harford County, Maryland  
220 South Main Street  
Bel Air, Maryland 21014

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to the Invitation for Bids, the undersigned having read all addenda, including those posted on the County's website, hereby submits the following Bid:

**Facilities and Operations:**

1. Hourly rate for qualified electrician \$ \_\_\_\_\_
2. Hourly rate for electrician's helper \$ \_\_\_\_\_

**Contingent Item for Facilities and Operations:**

3. Hourly rate for Bucket Truck or Arial truck rental  
(Maximum reach of 40 ft. for truck) \$ \_\_\_\_\_

**Water and Sewer Operations:**

1. Hourly rate for qualified electrician \$ \_\_\_\_\_
2. Hourly rate for electrician's helper \$ \_\_\_\_\_

**Contingent Item for Water and Sewer Operations:**

3. Hourly rate for Bucket Truck or Arial truck rental  
(Maximum reach of 40 ft. for truck) \$ \_\_\_\_\_

**\*\*Emergency Hourly rate will be billed 1.5 times the hourly rate, for all hourly rates.**

All rates are effective at the time work starts. Cost estimates shall be provided at no charge to the County.

**Bidder acknowledges all addenda.**

Addenda Number and Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Check here if there are no Addenda.

**BID SUBMITTED BY:**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Representative/Title  
(Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Representative/Title  
(Print/Type)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

All bidders must be registered to do business in the State of Maryland in accordance with the Annotated Code of Maryland Corporations and Associations Sec. 2-102 Formation generally, Sec. 7-202 Registration to do interstate and foreign\* business, and/or Sec. 7-203 Qualification to do intrastate. For information on registering or qualifying a corporation, LLC, LLP or LP call the Maryland Department of Assessments and Taxation (SDAT) at (410) 767-1340. Sole Proprietors and General Partnerships may call (410) 767-4991 or you may download the SDAT forms at: [www.dat.state.md.us/sdatweb/sdatforms.html](http://www.dat.state.md.us/sdatweb/sdatforms.html) - entity or by calling at (410) 767-1340 or Toll Free (888) 246-5941.

\*"a corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country." Sec. 1-101 Annotated Code of Maryland Corporations and Associations.

All bidders must be in good standing with Harford County, Maryland. Bidders must meet any outstanding taxes, fees or accounts with Harford County.

## **BID/PROPOSAL AFFIDAVIT**

### **A. AUTHORIZED REPRESENTATIVE**

#### **I HEREBY AFFIRM THAT:**

I am the (title) \_\_\_\_\_ and the duly authorized representative of (name of business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

### **B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION**

The undersigned bidder or proposer hereby certifies and agrees that the following information is correct:

In preparing its bid or proposal on this project, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendors, supplier's or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid or proposal submitted by the bidder or proposer on this project, and terminate any contract awarded based on the bid or proposal. As part of its bid or proposal, the bidder or proposer herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the state of Maryland that the bidder or proposer discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder or Proposer agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

### **C. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

#### **I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded *nolo contendere* to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows:

(Indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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#### **D. AFFIRMATION REGARDING DEBARMENT**

##### **I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows:

(List each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension)

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#### **E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

##### **I FURTHER AFFIRM THAT:**

(1) The above business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: (Indicate the reasons why the affirmation cannot be given without qualification):

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#### **F. AFFIRMATION REGARDING COLLUSION**

##### **I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the agents, servants and/or employees of the above business have:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or proposal that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or proposal price of the bidder or proposer or contractor or of any competitor, or otherwise taken any action in restraint of free competition in connection with the contract for which the accompanying bid or proposal is submitted.

## **G. FINANCIAL DISCLOSURE AFFIRMATION**

### **I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

## **H. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

### **I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with the provisions of Article 33, Sections 30-1 through 30-4 *et seq.* of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall, on or before February 1, of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

## **I. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

### **I FURTHER AFFIRM THAT:**

- (1) The business named above is a  
(Check one) ☐ Maryland (domestic) corporation  
☐ foreign (non-Maryland) corporation

registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name:

Address:

(If not applicable, so state).

- (2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security

Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

**J. CONTINGENT FEES**

**I FURTHER AFFIRM THAT:**

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

**K. TROPICAL HARDWOOD AND TROPICAL HARDWOOD PRODUCTS**

Acknowledging §41-19.1 of the Harford County Code, which prohibits the County from making or renewing a contract that requires the use of the tropical hardwoods and tropical hardwood products except in cases where the Director of Procurement determines (1) that there is no acceptable non-tropical hardwood equivalent; or (2) tropical hardwood is required for restoration of a structure designated as historic under federal, state or county law, and requires that any bid or proposal that does not contain this certification be rejected,

**I FURTHER AFFIRM THAT:**

No tropical hardwoods or tropical hardwood products (Acapu, Afrormosia, Almon, Amaranth, Amazaque, Aningeria Apitong, Blasa, Banak, Bella Rosa, Bengé, Boire, Bubinga, Cativor, Chenchen, Concobolo, Cordia, Ebony, Gaboon, Iroko, Koa, Koto, Red Lauan, White Lauan, Tanguile, Limba, Louro, Africa Mahogany, American Mahogany, Makore, Movingui, African Padauk, Angola Padauk, Peroba, Purpleheart, Ramin, Rosewood, Sapele, Sonora, Teak, Tigerwood, Wenge, or Zebrawood) shall be supplied to the County or used in connection with the Contract, except as specifically approved by the Director of Procurement.

**L. ACKNOWLEDGEMENT**

**I ACKNOWLEDGE THAT** this Affidavit is furnished to the Purchasing Agent and that nothing in this Affidavit or in any contract arising from this bid or proposal shall be construed to supersede, amend, modify or waive the exercise of any statutory right or remedy with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.**

Date: \_\_\_\_\_ By \_\_\_\_\_  
(Authorized Representative and Affiant)

Federal Employer Identification Number (FEIN): \_\_\_\_\_



**ATTACH THE BELOW LABEL TO THE OUTSIDE  
OF YOUR RESPONSE ENVELOPE OR CARTON.**

Cut along the dotted line.

**Return Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID ENCLOSED**

**BID NO.** \_\_\_\_\_

**DUE DATE:** \_\_\_\_\_

**TO: HARFORD COUNTY, MARYLAND  
DEPARTMENT OF PROCUREMENT  
220 SOUTH MAIN STREET  
BEL AIR, MARYLAND 21014**